

Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: General Counsel

Position Status: Full-time

Gross Salary: Salary range, depending on experience: \$110,000 - \$135,000

Location: Las Vegas. Travel throughout Nevada is required.

Position: Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through profession licensing fees.

Position Summary/Scope of Work: Report to the Nevada State Board of Dental Examiners, this unclassified position is responsible for prosecuting licensees who violated the statutes and/or regulations and provide counsel to staff. Duties include prepare and argue written pleadings and briefs, legal research, process investigative complaints, conduct information and formal hearings relative to licensed dentists and dental hygienists, written pleadings, briefs and hearings in District Court cases for illegal practice of dentistry. This position requires the use of standard office equipment, ability to communicate in person and over the telephone. Further, the position may have direct supervisory responsibilities over a legal assistant. May not work for another employer or be in private practice.

Minimum Education & Licenses Required: Graduation from an accredited four-year college or university and graduation from an accredited law school. Applicants must possess a valid Nevada driver's license at the time of appointment and must be admitted to, and in good standing with, the State Bar of Nevada, Nevada Federal District Court and admitted to the Federal Ninth Circuit Court of Appeals.

Preferred Experience: Applicants preferably have a minimum of three (3) years of legal experience in the area of administrative law related to the prosecution and/or defense of administrative matters of health care professionals at state and federal levels. Applicants must have a legal background that includes drafting and reviewing contracts. Applicants preferably have experience in representing administrative agencies before regulatory bodies and the Nevada Legislature. Applicants preferably have knowledge of the Nevada civil statutes, Nevada Rules of Professional Conduct, Nevada Rules of Evidence, local court rules, Nevada Rules of Civil Procedures and Nevada Rules of Appellate Procedure and Constitutional Law.

Skills Required: Applicants must demonstrate proficiency in the interpretation and implementation of NRS rules and NAC regulations in Chapter 631. Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well organized and self-motivated.

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Note: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, application and a list of professional references no later than to:

Nevada State Board of Dental Examiners
C/O Dr. David Lee (Employment Committee Chairman)
6010 S Rainbow Blvd Ste A-1
Las Vegas, NV 89118
Fax: (702) 486-7046
Email: nsbde@nsbde.nv.gov